Area to Overnite

If the following items are the ONLY changes, then the record will move into the overnite process:

    Mode Code
    Project Number
    Agreement Number/Award Date
    Investigators
    SY Time
    Keywords
    Regional Project Number
    Any combination of the above

Active AD-416/417

❏ The Active file contains existing approved projects.

❏ Modifications may be made to an AD-416/417 by creating a Work Record of the document from the Active.

❏ Once the project has been transmitted to the next level (CD, Area, NPS, etc.), no other changes can be made until these project actions have been approved and the record moved from the Work file to Active.

❏ Only one project action can be in progress at a time.

❏ Any record that exists in the Work file may be modified.

❏ Explain in Remarks what the submission is for (e.g., FY2002 Permanent Fund Transfer; extension of time; updated Investigator and SY time). Include as much detail as possible.

Print Approved Official Project

Print official copy of action after it has been approved through all levels. Management Unit can obtain a copy of approved action as soon as NPS Approved.

Note: If a project record appears in Work Status, it is not yet available to print the official copy.

    Status Designations are:
    Active Project is official and research can be done;
    monitor on Termination Date.
    Pending Project/proposal has been submitted for funding;
    monitor on Start Date(requires Agreement Number, Award Date and funds
    posted to move to Active).
    Expired Project at end of or past specified Termination Date; requires
    Annual Research Progress Report to terminate.
    Terminated Project has all paperwork completed.
    Unfunded Project/proposal was unfunded by source;
    action complete.